

**United States Bankruptcy Court
Eastern District of New York**

**Voluntary Chapter 11 Case
Required Lists, Schedules, Statements and Fees**

Official forms referenced can be found on: <http://www.uscourts.gov/FormsAndFees/Forms/BankruptcyForms.aspx>

Filing Fee: \$1,717.00

[If the fee is to be paid in installments, the debtor must be an individual and must file a signed application for the court's approval [Official Form B3A].

DOCUMENTS DUE AT TIME OF FILING OF BANKRUPTCY PETITION

FORM NUMBER

- | | |
|---|-------------|
| <input type="checkbox"/> Voluntary Petition (Signed) | B1 |
| <input type="checkbox"/> List of Creditors (Name and address of all creditors of the debtor) | |
| <input type="checkbox"/> Creditor Matrix Pursuant to Local Bankruptcy Rule 1007-3 | |
| <input type="checkbox"/> Exhibit D [Individual Only] | B1D |
| <input type="checkbox"/> Certificate of Credit Counseling and Debt Repayment Plan (Or certificate pursuant to 11 U.S.C § 109(h)(3) or a request pursuant to 11 U.S.C § 109(h)(4)). Required if the debtor is an individual. Exhibit D must be filed with the petition. The Certification of Credit Counseling and Debt Repayment Plan, must be filed as indicated on Exhibit D to the Voluntary Petition. | |
| <input type="checkbox"/> Notice to Consumer Debtor(s) Under § 342(b) of the Bankruptcy Code
Certification of Notice to Consumer Debtor(s) [Individual Only] | B201(A & B) |
| <input type="checkbox"/> Statement Pursuant to Local Rule 1073-2(b) | |
| <input type="checkbox"/> Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer | B19 |
| <input type="checkbox"/> Disclosure of Compensation of Bankruptcy Petition Preparer | B280 |
| <input type="checkbox"/> List of Creditors Holding the 20 Largest Unsecured Creditors | B4 |
| <input type="checkbox"/> Corporate Resolution Pursuant to Local Bankruptcy Rule 1074-1(a) [Corporation Only] | |
| <input type="checkbox"/> Corporate Ownership Statement Pursuant to Federal Bankruptcy Rule 1007(a)(1) [Corporation Only] | |
| <input type="checkbox"/> Corporate Disclosure Statement Pursuant to Local Bankruptcy Rule 1073-3 | |
| <input type="checkbox"/> Partnership Statement Pursuant to Local Bankruptcy Rule 1074-1(b) [Partnership Only] | |
| <input type="checkbox"/> Affidavit Pursuant to Local Bankruptcy Rule 1007-4 | |

SCHEDULES

All schedules must be filed whether they pertain to your case or not. Must be filed with the petition or within 14 days.

- | | |
|---|------|
| <input type="checkbox"/> Summary of Schedules | B6 |
| <input type="checkbox"/> Statistical Summary of Certain Liabilities and Related Data [Individual Debtor] | B6 |
| <input type="checkbox"/> Schedule A – Real Property | B6A |
| <input type="checkbox"/> Schedule B – Personal Property | B6B |
| <input type="checkbox"/> Schedule C – Property Claimed as Exempt [Individual Debtor] | B6C |
| <input type="checkbox"/> Schedule D – Creditors Holding Secured Claims | B6D |
| <input type="checkbox"/> Schedule E – Creditors Holding Unsecured Priority Claims | B6E |
| <input type="checkbox"/> Schedule F – Creditors Holding Unsecured Non-Priority Claims | B6F |
| <input type="checkbox"/> Schedule G – Executory Contracts and Unexpired Leases | B6G |
| <input type="checkbox"/> Schedule H – Co-Debtors | B6H |
| <input type="checkbox"/> Schedule I – Your Income [Individual] | B6I |
| <input type="checkbox"/> Schedule J – Your Expenses [Individual] | B6J |
| <input type="checkbox"/> Declaration Concerning Debtor's Schedules [Individual Debtor] | B6 |
| <input type="checkbox"/> Declaration on Behalf of a Corporation or Partnership [Must be filed with the petition or within 14 days] | B2 |
| <input type="checkbox"/> List of Equity Security Holders and Addresses [Must be filed with the petition or within 14 days] | |
| <input type="checkbox"/> Statement of Financial Affairs [Must be filed with the petition or within 14 days] | B7 |
| <input type="checkbox"/> Chapter 11 Statement of Current Monthly Income [Required if the debtor is an individual. Must be filed with the petition or within 14 days] | B22B |
|
<input type="checkbox"/> Schedules of Your Income and Your Expenses | |
| A statement disclosing any reasonably anticipated increases in income or expenditures for twelve (12) months following the filing of the petition. A statement may be sufficient or this requirement may be satisfied by completion of both Question 13 on Schedule I and Question 24 on Schedule J. (If none, so indicate in the statement or on Schedules I and J.) | |
| <input type="checkbox"/> Copies of all payment advices, pay stubs or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition. [Required if the debtor is an individual and employed within 60 days of the filing of the petition.] | |
| <input type="checkbox"/> Debtor's Certification of Completion of Instructional Course Concerning Financial Management | B23 |
| Required if the debtor is an individual and 11 U.S.C § 1141(d)(3) applies. Must be filed no later than the last payment made by the debtor as required by the plan or the filing of a motion for entry of a discharge under 11 U.S.C § 1141(d)(5)(B) of the Code. | |
| <input type="checkbox"/> Most recent balance sheet, statement of operations, cash-flow statement, and federal income tax return, or a statement that none of the foregoing have been prepared or filed. [Small Business Only] [Must be filed with the petition or within seven (7) days] | |

**YOUR CASE MAY BE DISMISSED IF
YOU DO NOT MAKE THE REQUIRED FILINGS ON A TIMELY BASIS**

FURTHER NOTICE IS GIVEN THAT the Court may schedule a hearing to determine whether this bankruptcy case should be dismissed if the items due at the time of filing of this bankruptcy petition are not filed with the Court within three (3) days of this notice.

FURTHER NOTICE IS GIVEN THAT the Court may schedule a hearing to determine whether this bankruptcy case should be dismissed if the items due within 14 days of the filing of this bankruptcy petition, or at the time of the 341 meeting, are not timely filed with the Court.

FURTHER NOTICE IS GIVEN THAT if this bankruptcy case is dismissed for failure to make the required filings, or for any other reason, then the debtor may not receive the benefit of the automatic stay in a subsequent bankruptcy case filed for a period of up to one year. *See 11 U.S.C §§ 362(c)(3) and (c)(4).*

FURTHER NOTICE IS GIVEN THAT the debtor must serve copies of the Chapter 11 petition on the United States Trustee, Internal Revenue Service and Securities and Exchange Commission (*see addresses below*).

BROOKLYN CASES

Office of the United States Trustee
U.S. Federal Office Building
201 Varick Street, Suite 1006
New York, New York 10014

Internal Revenue Service
P.O. Box 7346
Philadelphia, PA 19101-7346

Securities & Exchange Commission
Northeast Regional Office
Woolworth Building
233 Broadway
New York, New York 10279

CENTRAL ISLIP CASES

Office of the United States Trustee
Long Island Federal Plaza Courthouse
560 Federal Plaza
Central Islip, New York 11722

Internal Revenue Service
P.O. Box 7346
Philadelphia, PA 19101-7346

Securities & Exchange Commission
Northeast Regional Office
Woolworth Building
233 Broadway
New York, New York 10279

¹ This document is intended to assist with some of the initial case filing requirements particularly as it relates to the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005. This list may not be exhaustive and should not be considered as a replacement for the requirements of the Bankruptcy Code and Federal Rules of Bankruptcy Procedure.